

VI. EMPLOYEE CONDUCT

C. NO SMOKING IN PUBLIC PLACES

Almost without exception, the laws of the City of Lawrence and the State of Kansas make it illegal to smoke inside of City buildings. The areas where smoking is not allowed include common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, employee break areas, stairs, restrooms, and most other enclosed areas where people work or that are open to the public. In addition, effective July 1, 2010, it is illegal to smoke within a 10 foot radius of any door, air intake, or open window leading into a facility where smoking is prohibited by law.

It is a violation of City policy to smoke in vehicles that are owned or leased by the City.

Department Directors in charge of City facilities are responsible for ensuring that “no smoking” signs are displayed at all entrances to the buildings under their control and shall designate one or more outdoor smoking areas for each building. These smoking areas shall be located at a lawful distance from doors, open windows and air intakes. The City Manager shall be responsible for ensuring that the entrances at City Hall are appropriately posted and for designating an exterior smoking area for City Hall. City employees smoking at City facilities shall do so in the designated smoking area.

All employees are responsible for enforcement of this policy. Any employee who violates this policy may be subject to disciplinary action, including the termination of employment. Employees who violate the law may also be subject to criminal prosecution.